

STATE OF ALASKA
DEPARTMENT OF ENVIRONMENTAL CONSERVATION

DOCUMENTATION OF CONSTRUCTION INSTRUCTIONS

18 AAC 72.035(d) allows conventional onsite wastewater treatment and disposal systems that serve a single family home, a duplex or a small commercial facility to be installed without prior plan approval by the Alaska Department of Environmental Conservation (ADEC), if the system is installed by a certified installer or under the direction of a registered engineer. Approved Homeowners may install conventional onsite systems serving their own home or duplex, provided they meet certain requirements. For those systems installed under 72.035(d), this form must be completed and submitted to ADEC within 90 days of completing construction. In addition to this form, other information must be submitted

Additional submission requirements for all installations:

1. Testhole log and percolation test results if a percolation test is required because of soil type;
2. Sand liner material approval if a sand liner was installed.

Minimum Photo Submittals Labeled with Legal Description:

1. Septic tank with inlet or outlet exposed and gallonage label showing
2. Open excavation of absorption field and line leading to it
3. Filter fabric pulled back to reveal screened gravel and perforated pipe in absorption field
4. Finished grade and landscaping with standpipes
5. If applicable, sand liner excavation and the sand in place

Additional submittal requirements for Approved Homeowners:

1. Minimum of four photographs of the installation in accordance with Page 3 of the Installer's Manual.
2. Record of a soil classification from a soil testing lab or a letter from a registered engineer who rated the receiving soil.
3. Copy of letter from ADEC confirming that the installer has attended the required Department training.

Additional submittal requirements for systems with construction observed by an engineer.

1. Record drawings in accordance with 18 AAC 72.010(c)(1).
2. The Documentation of Construction Form must be sealed and signed by the observing engineer.

The Documentation of Construction form with the applicable attachments should be submitted to the nearest local office of the ADEC at the address listed below.

Notification lines shown below are for certified installers and approved homeowners use to notify ADEC of a planned installation.

Anchorage – 555 Cordova, Anchorage, AK 99501 - 907-269-7500	Notification Line 907-269-6285
Fairbanks – 610 University Avenue, Fairbanks, AK 99709 – 907-451-2360	Notification Line 907-451-2184
Juneau – 410 Willoughby Avenue, Juneau, AK 99803 – 907-465-5350	Notification Line same as office #
Kenai – 43335 K-Beach Rd Suite 11, Soldotna, AK 99669 –907-262-5210 ext 223	Notification Line ext 252
Mat-Su Valley – 1700 E Bogard Rd Bldg B, Suite 103, Wasilla, AK – 907-376-5038	Notification Line 907-376-5139

Chapter 72, Wastewater Treatment and Disposal Regulations, the Installer's Manual and this form may be found on the Department's Home Page at <http://www.state.ak.us/dec/deh/water/ci.htm>

Date Received	State of Alaska Department of Environmental Conservation Documentation of Construction	ADEC Review Date and Initial
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Part I. General Information

Legal Description	
	Tax ID # (optional)
Submitted By	<input type="checkbox"/> Registered Engineer <input type="checkbox"/> Approved Homeowner <input type="checkbox"/> Certified Installer No.
Installer Mailing Address & Phone	

Part II. Wastewater Disposal

Onsite Wastewater System Serves	<input type="checkbox"/> Single Family # of bedrooms _____ <input type="checkbox"/> Duplex Total # of bedrooms _____ <input type="checkbox"/> Small Commercial Facility with Estimated Design flow of less than 500 gpd.		
<input type="checkbox"/> New System <input type="checkbox"/> Repair Existing System			
System Installed By <input type="checkbox"/> Certified Installer <input type="checkbox"/> Registered Engineer <input type="checkbox"/> Inspection by a Registered Engineer <input type="checkbox"/> Approved Homeowner (attach approval letter)		Installation Notification Date Date Installed	
Septic Tank	Size	# of Compartments	Manufacturer
Type of Soil Absorption System	<input type="checkbox"/> Deep Trench <input type="checkbox"/> Shallow Trench <input type="checkbox"/> Seepage Pit <input type="checkbox"/> Bed <input type="checkbox"/> Mound <input type="checkbox"/> Other, specify _____		
Soils	Classification		Rating - sq ft/bedroom
Dimensions	Absorption Area		
	Thickness/Depth of Distribution Rock		Size of Rock
Perc Test Results	Minutes per Inch _____	Sq. Ft. per bedroom _____	
	Performed By _____	(Attach results by sealed/signed registered engineer)	
Ground Cover Over	Septic Tank	Absorption Area	Sewer Pipes
Cleanout Pipes/Caps	Foundation Cleanout	Septic Tank	Monitor Tubes
Separation Distances from septic tank or absorption area, whichever is closest, to all nearby Public drinking water sources within 200 feet _____ Private drinking water sources within 100 feet _____ Nearest water bodies (see 18 AAC 72.020(b)) _____ Lot Line _____			
Separation Distances from On Lot Sewer Lines to Drinking Water Sources - Public			Private
Separation Distances from Bottom of Distribution Rock to Groundwater Table			Bedrock
Separation Distance from Absorption Area to Slope exceeding 25%			
Comments/Recommendations			Seal Registered Professional Engineer
I certify that the above information, and that provided in Section III, is correct:			
Signature _____ Printed Name _____			
Title, Reg/Cert No, Inst No. _____ Date _____			
NOTE: Must be signed by a Certified Installer, DEC staff or Approved Homeowner. If engineering seal bears printed name, registration number and is signed, those blocks need not be completed for engineered submittals.			

Part III - Required Diagram of System(s)

- In a plan view, locate and identify each of the following:
 - Well
 - All Structures
 - Septic Tank
 - Soil Absorption system (include dimensions)
 - Surface Water
 - Sources of contamination
 - Property Line
 - Closest well on adjacent property
 - Closest septic tank on an adjacent property
 - Closest edge of an absorption field on adjacent property
 - All Cleanouts and monitor tubes
 - Testhole location
- Show distances between the well and each of the sources of contamination listed in 1.
- Show distances between water bodies and each part of the onsite system listed in 1.
- In a cross section view of the soil absorption area, identify each component and show the depth (thickness) of the following:
 - Soil cover
 - Absorption Material
 - Water Table
 - Bedrock
 - Discharge pipes
 - Insulation

Testhole total depth: _____ **Groundwater/Seeps encountered? Y / N** at _____ **ft**
Impermeable soil (Silt/Clay/Bedrock) encountered? Y / N at _____ **ft**

Testhole Log

Plan View	Date	
	Inspected By	
	1 ft	
	2 ft	
	3 ft	
	4 ft	
	5 ft	
	6 ft	
	7 ft	
	8 ft	
	9 ft	
	10 ft	
Cross Section	11 ft	
	12 ft	
	13 ft	
	14 ft	
	15 ft	
	16 ft	
	17 ft	
	18 ft	
	19 ft	
	20 ft	
	21 ft	